



Roadway Safety Request Form

The purpose of the Roadway Safety Request Form is to request a roadway improvement that addresses issues related to safety, mobility, parking, etc. This form is meant for requesting new infrastructure that you would like considered by Town Staff for installation or construction. If you would like to report a maintenance problem with existing infrastructure, such as damaged street signs or broken traffic signals, please use the [Request/Answer Center](#) located on the Town's website and select the appropriate Request Type from the table.

NOTE - Completing the Roadway Safety Request Form does not guarantee that a request will be implemented. All requests are subject to review and approval by Town Staff and, if applicable, the Select Board and/or Transportation Advisory Committee.

How to Submit

A Roadway Safety Request may be submitted online or in-person:

Online	<ul style="list-style-type: none">• Complete Sections A, B, and C of the online form. Section D is optional.• If applicable, upload optional attachments (digital or scanned format) into the online form.• If applicable, print out the Signature Page(s), scan copies, and upload as an attachment into the online form.
In-Person	<ul style="list-style-type: none">• Print out this form or pick up a copy at the Select Board Office at Arlington Town Hall, 730 Massachusetts Ave.• Complete Sections A, B, and C. Section D is optional. The Signature Page is included on this form but is an optional submission.• Assemble the form, optional attachments, and/or Signature Page(s).• Submit all materials to the Select Board Office at Arlington Town Hall, 730 Massachusetts Ave.

What to Expect

After submission, the Select Board will refer the request to the Town Manager's Office for staff review. A group with representatives from the Department of Planning & Community Development, Department of Public Works, Arlington Police Department, and the Town Manager's Office will make a recommendation on the request and, if applicable, seek approval from the Select Board and/or Transportation Advisory Committee. The requestor will be updated throughout the review process and may be invited to provide more information to town staff. **NOTE** - Completing the Roadway Safety Request Form does not guarantee that a request will be implemented.

Questions?

If you would like more information on the Roadway Safety Request Form, have questions about the process, or would like an update on a request, you may contact the Select Board at sbadmin@town.arlington.ma.us or 781-316-3020.

Section A: Contact Information

Please provide your contact information. If the request is being submitted from a neighborhood association or group of residents, please provide the name, address, and telephone number of up to two representatives. These individuals will receive all correspondence from Town Staff. **NOTE** - By completing this information, you agree to be the contact person(s) for this request and acknowledge that this form does not guarantee that an improvement will be implemented.

Name: _____

Name: _____

Address: _____

Address: _____

Phone #: _____

Phone #: _____

Email Address: _____

Email Address: _____

Section B: Roadway Information & Narrative

Each request must provide the name of the street or intersection where the improvement is requested. If applicable, include the boundaries of the street segment using street names.

Street, Intersection, or Address: _____

Boundary Area (if applicable): From _____ To: _____

Please describe the existing issue(s) and your recommended improvement(s). You may include additional pages for your explanation if needed.

Section C: Evidence of Neighborhood Support

Are there other residents who are in alignment with your proposed roadway safety improvement? In particular, from residents who live adjacent to where the improvement would be located. Please explain. You can also provide evidence of neighborhood support by collecting signatures. The *Signature Page* at the end of this form can be used to do this. Additional copies of the *Signature Page* may be submitted as necessary. **NOTE** – Providing signatures is not required, but it will help Town Staff assess the significance of the request and whether or not those who live adjacent to the proposed improvement support it.

Section D: Attachments (optional)

You may provide any maps, photographs, videos, diagrams, letters, or other materials you feel would help Town Staff evaluate the request.

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Signature Page

We, the undersigned residents, hereby offer our support for this roadway safety improvement request. We understand that all requests are subject to review and approval by Town Staff and, if applicable, the Select Board and/or Transportation Advisory Committee. Signing this form does not guarantee that a request will be implemented.

1.	Printed Name	Address	Email (optional)	Signature
2.	Printed Name	Address	Email (optional)	Signature
3.	Printed Name	Address	Email (optional)	Signature
4.	Printed Name	Address	Email (optional)	Signature
5.	Printed Name	Address	Email (optional)	Signature
6.	Printed Name	Address	Email (optional)	Signature
7.	Printed Name	Address	Email (optional)	Signature
8.	Printed Name	Address	Email (optional)	Signature
9.	Printed Name	Address	Email (optional)	Signature
10.	Printed Name	Address	Email (optional)	Signature
11.	Printed Name	Address	Email (optional)	Signature
12.	Printed Name	Address	Email (optional)	Signature
13.	Printed Name	Address	Email (optional)	Signature
14.	Printed Name	Address	Email (optional)	Signature

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15.	Printed Name	Address	Email (optional)	Signature
16.	Printed Name	Address	Email (optional)	Signature
17.	Printed Name	Address	Email (optional)	Signature
18.	Printed Name	Address	Email (optional)	Signature
19.	Printed Name	Address	Email (optional)	Signature
20.	Printed Name	Address	Email (optional)	Signature
21.	Printed Name	Address	Email (optional)	Signature
22.	Printed Name	Address	Email (optional)	Signature
23.	Printed Name	Address	Email (optional)	Signature
24.	Printed Name	Address	Email (optional)	Signature
25.	Printed Name	Address	Email (optional)	Signature
26.	Printed Name	Address	Email (optional)	Signature
27.	Printed Name	Address	Email (optional)	Signature
28.	Printed Name	Address	Email (optional)	Signature

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29.	Printed Name	Address	Email (optional)	Signature
30.	Printed Name	Address	Email (optional)	Signature
31.	Printed Name	Address	Email (optional)	Signature
32.	Printed Name	Address	Email (optional)	Signature
33.	Printed Name	Address	Email (optional)	Signature
34.	Printed Name	Address	Email (optional)	Signature
35.	Printed Name	Address	Email (optional)	Signature
36.	Printed Name	Address	Email (optional)	Signature
37.	Printed Name	Address	Email (optional)	Signature
38.	Printed Name	Address	Email (optional)	Signature
39.	Printed Name	Address	Email (optional)	Signature
40.	Printed Name	Address	Email (optional)	Signature
41.	Printed Name	Address	Email (optional)	Signature
42.	Printed Name	Address	Email (optional)	Signature